

June 05, 2017

Mr. Vijay Kumar G  
H.No.5,Shamappa Building,  
Kammasandra,  
Electronic City,  
Khammam-507117.

## Appointment Letter

Dear **Vijay**,

Further to the discussions and interview you had with us and based on your application for Employment, we offer you employment with us and welcome you to **Plantinfotech Software** Family!

We are pleased to offer you employment as "**Associate Software Engineer**" in our company. The Compensation Details and terms and conditions of the offers are here with enclosed as Annexure I and II here to.

Your place of posting will be **Hyderabad** and you are expected to join on or before **June 19, 2017**.

Your Cost To company will be **Rs.2,50,000/-** per annum (Annexure-I).

We wish you a long and successful career at **Plantinfotech Software Pvt Ltd**.

Please sign and return a copy of this offer letter as a token of your acceptance.

Best wishes.

Yours sincerely,  
For **Plantinfotech Software Pvt Ltd**,

  
**Lalith Sahoo**  
Talent Acquisition-HR



Accepted  
Signature



**Plantinfotech Software Pvt, Ltd.,**  
#101, 1st Floor, HIG A-27,  
APHB Colony, Opp. DLF Gate-3,  
Gachibowli, Hyderabad - 500 032



+91 (0)40 33165451



info@plantinfotech.com



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### Annexure-I

#### Salary Structure:

Your Cost to the Company (CTC) is **Rs 2,50,000** p.a. These allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. An extract of the HR policies is attached.

Your compensation will be reviewed in future as per Company policy.

S NO	SALARY STRUCTURE	MONTHLY GROSS	ANNUAL GROSS
1	Basic	8333	100000
2	House Rent Allowance	3333	40000
3	Conveyance Allowance	1600	19200
4	Leave Travel Allowance	1250	15000
5	Medical Allowance	1250	15000
6	Special Allowance	3817	45800
7	Food Coupons	833	10000
8	Flexi Benefit Plan	417	5000
9	<b>Total Cost to Company</b>	<b>20833</b>	<b>250000</b>

### Annexure-II

#### TERMS AND CONDITIONS

1. This offer is valid for a period of 15 days from the date of offer letter and if not accepted by then, this offer will be deemed to have been cancelled.
2. You will be on full time employment with **Plantinfotech Software** and during the tenure of employment, you should not undertake any direct/indirect business/work/assignment, whether honorary or for payment.
3. You will retire from the **Plantinfotech Software** on reaching the age of 60 yrs or earlier if found medically unfit. Your date of birth already given by you in your application form would be treated as binding and final.
4. You will be on probation for a period of 6 months. Your employment would be confirmed upon satisfactory performance or probation would be extended for unsatisfactory performance.



5. Your job is transferable and the Company reserves its right to require you to work from of its offices or client location, whether in India or abroad.

6. The contract of employment is terminable by either party by giving **one-month** notice in writing. Either party is not bound to give any reason thereof. The Company reserves the right to pay or recover salary in lieu of notice period or to relieve you before the expiry of the notice period.

7. On separation, you will immediately return / give up to the Company before you are relieved all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items. You will also return to the Company all the assets given to you for official and/or personal use as per the various policies/schemes applicable to you as a part of your Compensation & Benefits. This would not apply to those assets or items, which are obligatory for you to buy under the concerned schemes.

8. Your employment is subject to the Company receiving satisfactory references from the references provided by you and your successful pre-employment medical check-up.

9. Your salary/compensation details are strictly confidential between you and the Company. It should not be disclosed or discussed with any other person or official in the company or out site unless required for disclosure as per statutes.

10. At the time of joining employment, you shall sign and accept:

- Terms and conditions of employment
- Employment, Invention and Confidential Information Agreement

I have read, understood and agree to abide by the above-mentioned Terms and Conditions.

**Name:**

**Signature:**

**Place:**

**Date:**



**Documents to be submitted:**

At the time of your joining, please bring two copies of the following documents, which are essential for us to complete your joining formalities:

1. Certificates of your educational qualifications along with mark sheets
  - SSLC / SSC / any other certificate evidencing your age
  - Intermediate
  - Any Degree Certificates
1. Any other certificates with supporting documents (if applicable)
2. Your relieving letter from your current, previous organization(s) (if applicable)
3. Valid passport/Driving License
4. PAN Card
5. Four copies of your recent color Passport size photographs

**Note: Your compensation package is confidential between you and the company and we would request you to maintain this confidentiality at all times.**

